Workspace

USERS GUIDE

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Getting Started Guide

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Chapter 1: Getting Started

In this chapter:

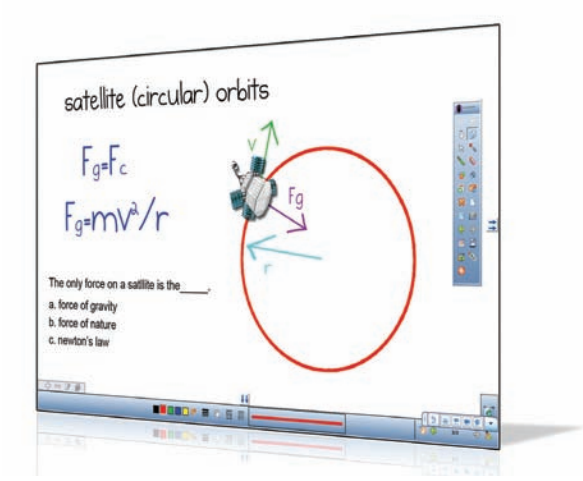
- About this Guide
- What is Workspace?
- Installing Workspace
- Opening Workspace
- Checking for Software Updates
- How Workspace Works
- Customizing Workspace Preferences

About this Guide

This Workspace Getting Started Guide provides instructions for getting up and running quickly with Workspace. For further information, please see the online help that is installed with the software, or visit www.einstruction.com for online training videos.

What is Workspace?

Workspace is a next-generation teaching program for the digital classroom. Workspace creates a virtual interactive whiteboard, by allowing you to create an interactive lesson out of anything you can run on your computer desktop.



Sample Workspace presentation

Used in concert with Exam View Assessment Suite, DualBoard, Mobi View and Mobi Learner tablets, or with one of our Student Response Systems, such as CPS, Workspace gives you the means to interact with any form of digital content and really connect with your students.

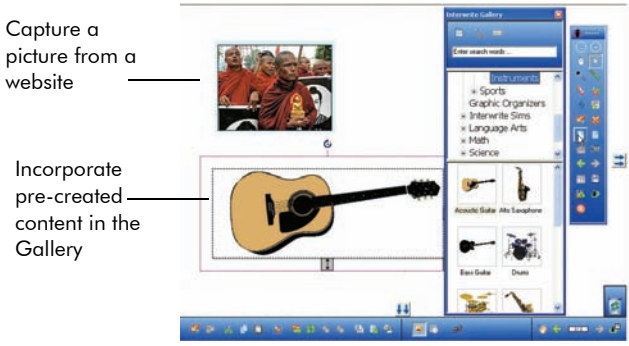
Workspace enables interaction with lesson materials from virtually any source, including publishers' content from more than 8,000 textbook titles. But that's just the beginning. Add to that, more than 50 tools for creating, displaying, annotating, organizing, controlling, importing, capturing, recording, and sharing teaching materials. Perhaps most importantly, Workspace can be used with any program, content, or curriculum. With Workspace, you can engage and immerse your students in a way you never thought possible. Best of all, it's EASY to learn and use.

Workspace Features

Workspace contains many useful features enabling you to create a truly interactive and engaging learning experience for your students.

Just a few of the special features to explore include:

- Opening a file or website using the **Mouse** tool.
- Creating concepts or math problems using the **Shapes** and **Lines** tools.
- Graphing with **Grid** pages.
- Selecting any image on your screen to incorporate into a lesson with the **Capture** tool.
- Selecting from pre-created lesson materials and images to enhance a lesson using the **Gallery** tool.



Sample Workspace lesson page utilizing the Capture and Gallery tools

Installing Workspace

Workspace is compatible with Windows, Mac, and Linux operating systems. To install Workspace, simply install the Workspace software and connect your computer to a projector.

Note: You must have administrator privileges on your computer to install the software.

Opening Workspace

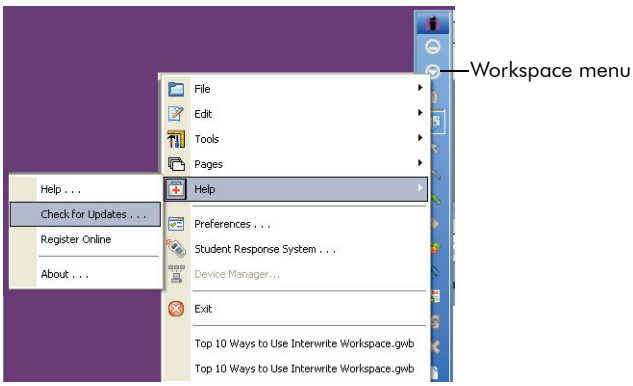
After installing Workspace, you'll notice the eInstruction icon on your desktop. Simply double-click this icon to open Workspace.

Checking for Software Updates

Before using Workspace for the first time, check for software updates.

To check for software updates

- Select **Help > Check for Updates** from the main Workspace menu.



How Workspace Works

Workspace allows you to capture text, graphics, or virtually any image from any application that you can run and project from your computer.

Workspace has four different modes:

- **Mouse mode**: Run applications and access the Internet using the **Mouse** tool.
- **Lesson mode**: By default, Workspace opens in Lesson mode. You can also select any of the annotation tools while in Mouse mode to return to Lesson mode.

  In Lesson mode, Workspace takes a screenshot of your desktop and allows you to annotate over that static image. Write, draw, insert images, highlight, interact with, and annotate over prepared material. You can also use a blank page as a whiteboard at any point in your lesson without leaving the Workspace presentation.
- **Annotate over desktop mode (Windows only)**: Annotate over moving images such as video, animation, or website with flash applications with all of the same tools that are available during Lesson mode.
- **Office mode (Windows only)**: Open and interact with Microsoft Office applications directly from the Workspace software.

Mouse and Lesson mode are the most frequently used modes.

Note: Lesson mode, Annotate Over Desktop mode, and Office mode icons can be made available by customizing the Workspace toolbar. Please see page 6 for information on customizing the toolbar.

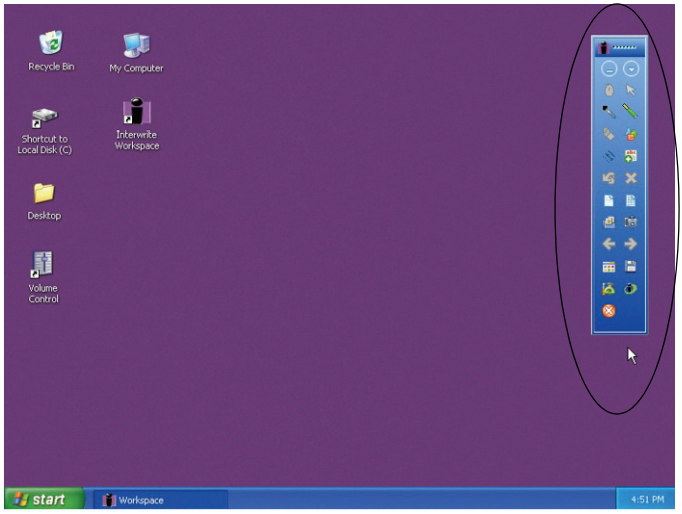
Workspace saves all of your annotated pages for each session as a presentation file.

Note: Presentation files are automatically saved with the current date and lesson number as the file name (e.g., August 15, 2010_1.GWB).

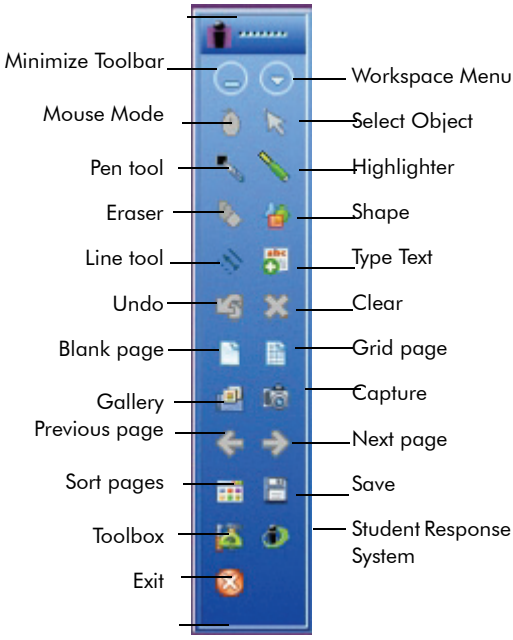
The Workspace Window

By default, Workspace opens in **Lesson** mode. You'll notice the main Workspace floating toolbar on your desktop. The toolbar allows you to:

- Quickly access frequently used tools.
- Select from all available Workspace tools.
- Customize preferences, such as tools on the main toolbar, default page backgrounds, screen capture settings, and the default folder for saving presentation files.
- Select the main Workspace menu to access online help, file distribution options, editing options, and to exit Workspace.



Workspace window - Main toolbar



"Basic" Workspace toolbar for Windows (can be customized)

To move the toolbar:

- Position the cursor at the top of the toolbar near the Workspace icon, and then click and drag to the desired location.

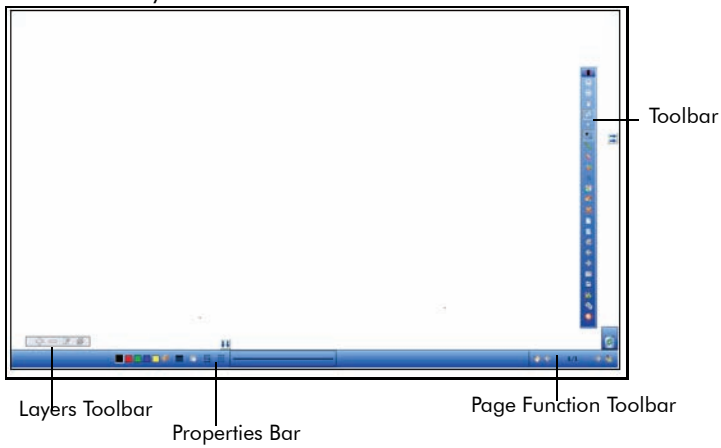
To resize the toolbar:

- Position the cursor at the edge of the toolbar until a double-headed arrow appears, and then click and drag to resize.

Note: The Workspace toolbar settings can be customized. Select **Preferences > Customize Toolbar** from the main Workspace menu to customize preferences. See Chapter 3: Workspace Tools At-a-Glance for a complete list of available tools.

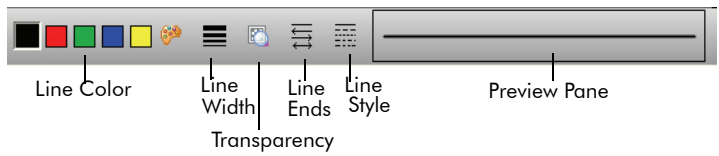
Tip! The Workspace toolbar will become transparent if not in use. Simply click on the toolbar to reactivate it.

Upon selecting any of the annotation tools, you'll notice several toolbars along the bottom of your screen.



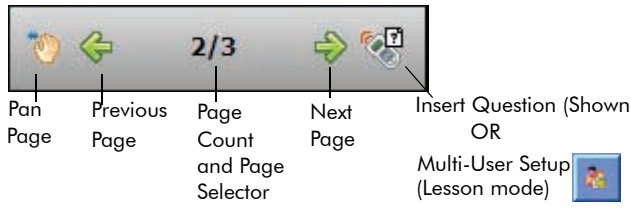
The Workspace window

The Workspace **Properties** bar provides options to change the properties of the selected annotation tool (pen, highlighter, shape). For example, the Pen tool Properties bar includes color, width, transparency, line ends, and line styles.



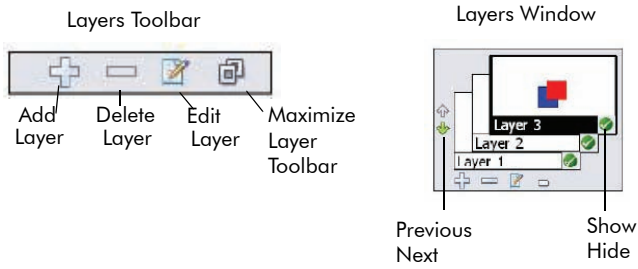
Properties bar

To the right of the properties bar, is the **Page Functions** toolbar. Navigate between pages and access shortcut menus for the current mode, such as inserting a question, or setting up multiple users.



Page Functions toolbar

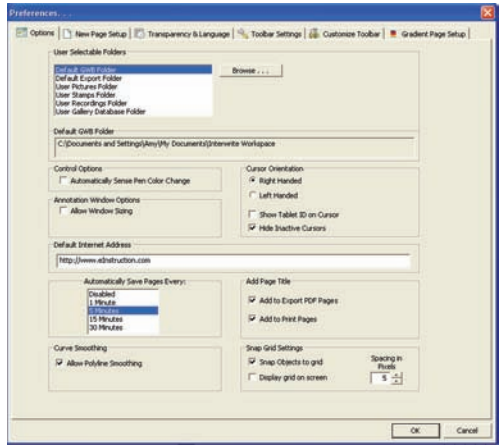
To the left of the Properties toolbar, is the **Layers** toolbar. The **Layers** window appears when using the toolbar. By default, all annotations on a page are arranged in a single layer. Add, delete, show, hide, and arrange different layers.



Layers toolbar and Layers window

Customizing Workspace Preferences

Workspace is ready-to-use right out of the box. However, you can customize Workspace using the **Preferences** screen.



Preferences window (Windows)

To customize preferences

- Select **Preferences** from the main Workspace menu.

Preferences include:

- **Options** - Designate the default folder where a Workspace presentation file is saved and set various options such as cursor orientation, auto-save preferences, and window sizing.
- **New Page Setup** - Set the default background color and size for the Blank and Grid page tools, set screen capture preferences, such as window, partial, or screen (default), and set annotate over desktop preferences (Windows only).
- **Transparency and Language** - Set the background color of an image to be transparent, select the desired language.
- **Toolbar Settings** - Set the shape and size of the toolbar icons.
- **Customize Toolbar** - Select your most frequently-used tools to appear on the main toolbar.
- **Gradient Page Setup (Windows Only)** - Select the desired background for a gradient page.

Chapter 2: Using Workspace

In this chapter:

- Annotating Content
- Creating a Presentation
- Use pre-created presentations created for Workspace. To find online presentations, aligned with state standards, visit www.einstruction.com and download the latest Workspace Content file. Or visit the eICommmity™ at www.eICommunity.com and access more than 125,000 instructional resources, organized and searchable by subject, grade level, media type, and standards. Interacting with Students in Multi-User Mode

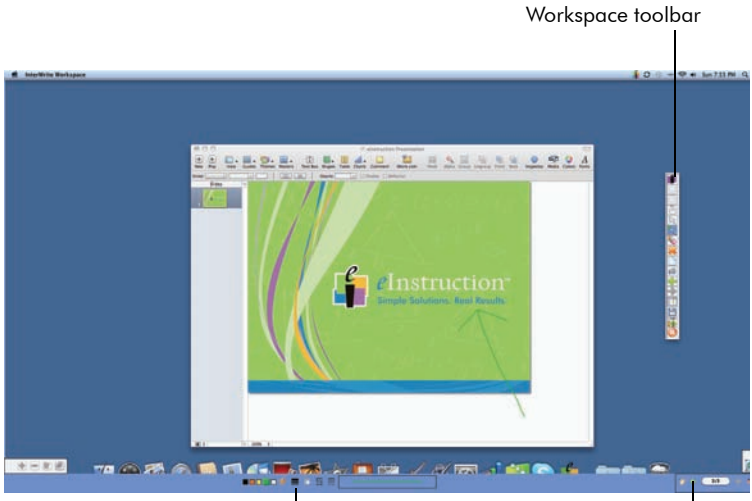
Annotating Content

Open an existing presentation, file, blank page, or website and annotate it.

To annotate a projected image

- Select any of the annotation tools to begin annotating the image on your screen.

Tip! To open a desired file or website, use the Mouse tool.


Workspace toolbar
eInstruction
Simple Solutions. Real Results.
Notice the Workspace Properties bar appears while in **Lesson or Annotate over desktop** mode. During **Mouse** mode, this bar disappears allowing full access to your desktop.
Previous and Next arrows

To switch between **Lesson** mode and **Mouse** mode, select the appropriate tool (Mouse or any of the annotation tools). On the Page Functions toolbar, use the **Previous** and **Next** arrows to page through a Workspace presentation. These arrows are also available on the Workspace toolbar.

Creating a Presentation

Workspace automatically saves all pages created during a single session as a presentation. Presentation files allow you to easily manage and share lesson plans with students, parents, and other teachers.

Adding Pages to a Presentation

Automatically add pages to a presentation file. Each time you annotate a new desktop image or create a blank page, a new page is added to the current file.

Editing a Presentation

Easily edit, review, move, copy, merge, and delete pages in a presentation file using the **Page Sorter** function.

To edit a presentation

- From the Workspace toolbar, select **Page Sorter**.

Distributing Files

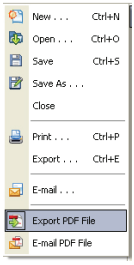
You can export and distribute files in a number of formats, including JPG and HTML. The easiest way to distribute files is to save as a PDF file.

To distribute files

- From the Workspace toolbar, select **Toolbox**, and then **Export PDF File**.

OR

From the Workspace menu, select **Export PDF File**, or one of the other available file export options.



Using a Pre-Created Presentation Plan

Use pre-created presentations created for Workspace. To find online presentations, aligned with state standards, visit **www.einstruction.com** and download the latest Workspace Content file. Or visit the el Community™ at **www.elCommunity.com** and access more than 125,000 instructional resources, organized and searchable by subject, grade level, media type, and standards. Interacting with Students in Multi-User Mode

If using Workspace with DualBoard or Mobi tablets, more than one person can write on the interactive or virtual whiteboard at one time.

The type of devices connected to Workspace determine how many people can work on the whiteboard simultaneously. Up to nine devices may be used, but only two of those devices may be pens used with DualBoard.

Note: The pens used with Mobi and DualBoards are the same style pens.

Selecting Multi-User Mode

Selecting the **Multi-User** icon in Workspace will display the available options depending on the type and quantity of devices that Device Manager has detected.

To begin Multi-User mode:

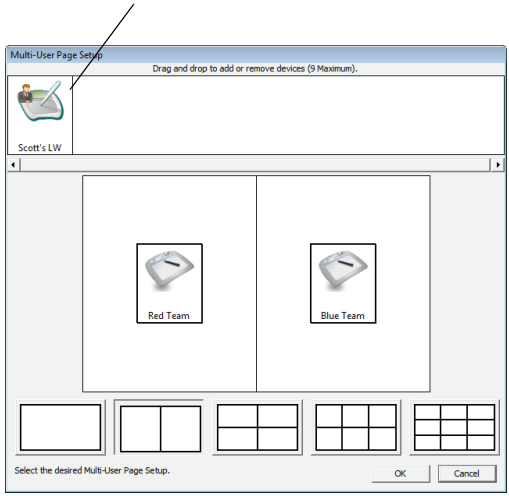
1. Open the Device Manager utility, and select all devices to be used.

Tip! Select the eInstruction icon from the system tray to access the Device Manager menu.

2. Create a blank page.
3. Click on the **Multi-User** icon in the Properties bar, and then select **Multi-User Page Setup** from the pop-up menu.

4. Select the desired page layout.

The available devices (DualBoard Pens, Mobi units) will appear in this screen. After selecting the layout, drag the device to a panel to assign it to that area.

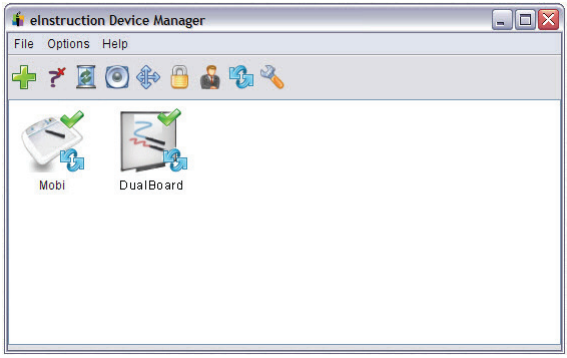


Selecting the Presenter

The “presenter” in multi-user mode controls when multi user mode begins and ends.

To select the presenter

1. Open the Device Manager utility.
2. Select the icon for the desired presenter device.



3. Select **Options > Set Presenter**.

Locking Student Tablets and Clickers (If Applicable)

If using student tablets or clickers with Workspace, the presenter can lock any devices in use and regain control of the session.

To lock student tablets

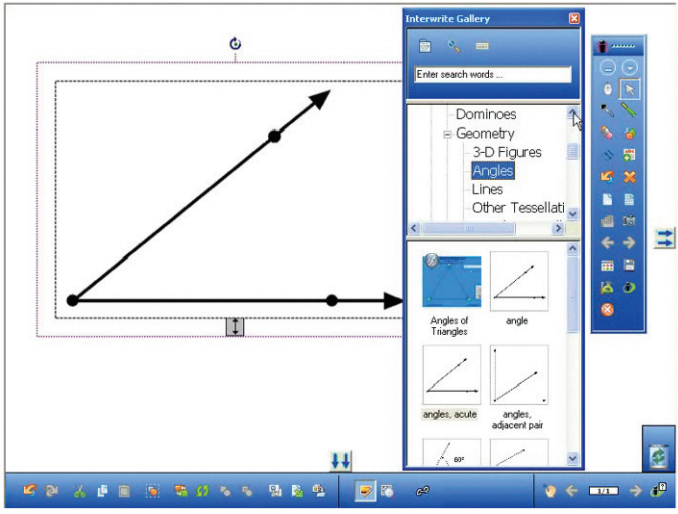
1. Open the Device Manager utility.
2. Select the icon for the desired device to be locked.
3. Select the **Lock** icon. Select the Unlock icon to unlock the tablets.

Tip! You can also lock all devices by selecting the Lock icon from the master toolbox on the toolbar.

Using the Gallery

The Workspace Gallery tool provides thousands of pre-created resources to supplement your lesson planning. The Gallery stores images, background pages, teaching tools, and interactive flash simulations (Windows) or Interwrite Sims (Mac).

Before using the Gallery for the first time, Workspace will prompt you to build the Gallery, which is installed with Workspace. After the Gallery is built you are ready to go!



Workspace Gallery

Upon opening the Gallery, you will see three main tabs:

- **Content** - Select from pre-installed categories, such as Math and Geography
- **Favorites** - Add your own media to the Gallery
- **Advanced Search** - Search for gallery items by keyword

Selecting Gallery Objects

To select a Gallery object

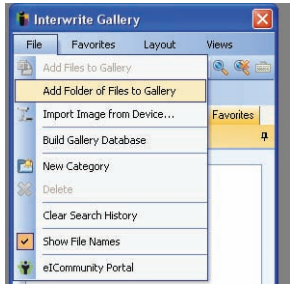
1. Select the **Content** tab.
2. Click the plus sign next to a category to expand that category.
3. Scroll through and select your desired object.

Adding Files to the Gallery

Add and organize new files to the Gallery through the File menu. The File menu allows you to build and organize your Gallery files by creating new folders, importing images, and even accessing the eI Community, a free online community available through www.einstruction.com with thousands of pre-created Gallery teaching materials.

To add files to the Gallery

1. Select the **File** menu.

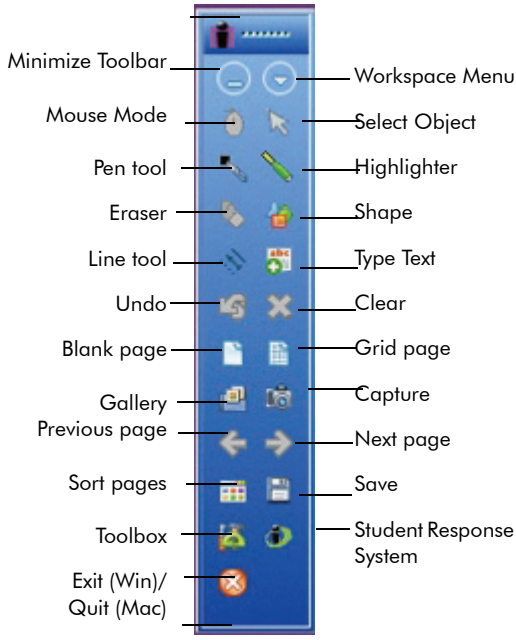


2. Select **Add Files to Gallery**.

Chapter 3: Workspace Tools At-a-Glance

This chapter provides a quick reference guide to the available tools in Workspace. Some of the tools, such as those in Office mode, are not applicable in the Mac version of Workspace. These differences are noted where applicable.

Basic Toolbar



Basic toolbar

Tool Definitions

The following tables define the purpose and functionality of each tool in more detail. Don't forget to view the Properties bar for a selected tool, to explore and change available tool properties.

- Table 1, "Workspace Modes," on page 20.
- Table 2, "Tools Available in Lesson and Annotate Over Desktop Mode," on page 21.
- Table 3, "Tools Available in Office Mode," on page 30.

Table 1: Workspace Modes

Icon	Mode	Use To	Win	Mac/ Linux
	Mouse	Run applications or access the internet with the pen.	X	X
	Lesson	Create and annotate lessons, presentations, blank pages, or images.	X	X
	Annotate Over Desktop Mode	Annotate over moving images such as videos, flash applications or animations with out pausing or freezing the images.	X	
	Office Mode	Launch the Office Mode toolbar giving you the ability to access and create documents using the Microsoft Office suite of products.	X	

Table 2: Tools Available in Lesson and Annotate Over Desktop Mode

Icon	Name	Use To	Win	Mac/ Linux
	Pen	Write or draw.	X	X
	Multicolor pen	Draw colorful lines. The Multicolor Pen has two different styles, *Gradient* and *Color on Color*. • **Gradient**: The properties to the left of the Gradient Style button define the starting color, while the properties to the right define the ending color. • **Color on Color**: The properties to the left of the Gradient Style button define the outside, border color, while the properties to the right define the inside color.	X	X
	Picture Pen	Draw a path of images. The selected picture is displayed on the left side of the properties bar. Click on it to access a menu.	X	
	Line	Draw lines.	X	X
	Freehand Text	Convert any alphanumeric characters written with this tool into typed text.	X	X
	Freehand Shape	Convert an object drawn freehand, such as a rectangle, into a true rectangle with 90 degree corners and straight perimeter lines.	X	

Table 2: Tools Available in Lesson and Annotate Over Desktop Mode

Icon	Name	Use To	Win	Mac/ Linux
	Highlighter	Highlight anything on the current page.	X	X
	Shapes	Draw different shapes.	X	X
	Flash Player (Interwrite Sims for Mac)	Add SWF files to your presentation. 1. Click on the tool and select an *SWF* flash file from the directory. 2. Click on the green arrow to activate the flash file. 3. Use the Selection tool to move, resize, or delete the flash file. Note: Only two (2) flash files are allowed per page.	X	X
	Type Text	Add typed text. 1. Select the Text tool from the Toolbar. Change font properties *before* you begin typing. 2. Click where you want the Text window to display and begin typing. 3. When you have finished typing, select the Selection tool. The Text window closes and the text is placed on the page.	X	X

Table 2: Tools Available in Lesson and Annotate Over Desktop Mode

Icon	Name	Use To	Win	Mac/ Linux
	Stamper	Add stamps. Personalize the Stamper by adding your images to the **My Documents/Interwrite Workspace/User Stamps** folder. The images must be in a *BMP, GIF, JPEG, TIFF,* or *PNG* format. If you add new stamp images to the User Stamps folder while Workspace is running, the stamps will not be available for use until you exit Workspace and re-open it.	X	X
	Audio File (Audio Note for Mac) Not available on Linux	Add audio files to your presentation files. The following audio file formats are supported: *WAV, MP2, MP3, MPA, MPEG, SND,* and *WMA*, as well as audio files made with the Record and Playback tool and those downloaded from other sources (e.g., iTunes). (not available in Annotate over Desktop mode)	X	X
	Video File	Add video files to your presentation. The following file types are supported: *AVI, WMV, MOV,* and *MPG*. (not available in Annotate over Desktop mode)	X	
	Pan Page	Move the page around in the Annotation window.	X	X

Table 2: Tools Available in Lesson and Annotate Over Desktop Mode

Icon	Name	Use To	Win	Mac/ Linux
	Selection	Select objects. Selected objects can be sized, moved, cut, copied, pasted, deleted, reordered, rotated, grouped, ungrouped, moved to the background, exported, and added to My Gallery.	X	X
	Eraser	Erase objects.	X	X
	Zoom	Magnify the page. (not available in Annotate over Desktop mode)	X	
	Create Blank Page	Add a blank page to the presentation file.	X	X
	Create Duplicate Page	Add a duplicate of the current page to the presentation file, directly after the current page. (not available in Annotate over Desktop mode)	X	X
	Create Calendar Page	Add calendar page to the presentation file. Select and preview a one week, one-, two-, three-, or four-month calendar. Indicate a starting **Month and Year** (the current month and year is the default), and choose a Background Color for the calendar.	X	X
	Create Grid Page	Add a grid page.	X	X

Table 2: Tools Available in Lesson and Annotate Over Desktop Mode

Icon	Name	Use To	Win	Mac/ Linux
	Create Image Page	Add an image page.	X	X
	Gallery	Open the Gallery. The Gallery contains an extensive collection of images and interactive Flash simulations, called Interwrite Sims, arranged in categories for your convenience.	X	X
	Spotlight Not available on Linux	Create interest and draw attention to an area of the screen. A spotlight circle appears in the center of a black curtain. The spotlight opening is transparent and reveals what is directly beneath it on the screen. Click and drag the Move cursor to move the spotlight around the screen.	X	X
	Page Sorter	View thumbnails of the pages in a presentation file. Select a page by clicking on it. Click and drag a page to a different location in the presentation file. (not available in Annotate over Desktop mode)	X	X
	Previous Page	Go to the previous page in the presentation file.	X	X
	Next Page	Go to the next page in the presentation file.	X	X
	Clear	Delete the selected object or objects. If nothing is selected on the page, the Clear tool deletes everything on the page.	X	X

Table 2: Tools Available in Lesson and Annotate Over Desktop Mode

Icon	Name	Use To	Win	Mac/ Linux
	Import from Device	Obtain images, documents, or other files from a device such as a scanner or a digital camera and insert them into Workspace.	X	X
	Save	Save the current presentation file. By default, the *Autosave* feature automatically saves the presentation file every five minutes. Disable Autosave or change the frequency of autosaving in the Preferences window.	X	X
	Onscreen Keyboard	Place your cursor where you wish to insert typed keyboard characters.	X	X
	Lock Pads	Lock all connected devices (clickers or tablets), preventing them from providing input to the current session. Locked devices remain connected unless they are turned off. Click the Unlock icon that appears in its place to reactivate connected devices.	X	
	Internet Browser	Open an Internet browser to the webpage indicated in the Preferences window.	X	
	Page Up	Go to the previous page in a PowerPoint slide show, while saving the annotated page in the Annotation window to the presentation file. Even though the tool was specifically designed to work with PowerPoint, it will work with any application that is directly under Workspace and uses a Page Up command.	X	

Table 2: Tools Available in Lesson and Annotate Over Desktop Mode

Icon	Name	Use To	Win	Mac/ Linux
	Page Down	Go to the next page in a PowerPoint slide show, while saving the annotated page in the Annotation window to the presentation file. Even though the tool was specifically designed to work with PowerPoint, it will work with any application that is directly under Workspace and uses a Page Down command.	X	
	Curtain Not available on Linux	Hide the current page, or hide the current desktop screen, if you are in Mouse mode.	X	X
	Insert Media	Insert any type of media file, including *BMP, JPEG, GIF, EMF, WMF, TIFF PNG, ICO,* audio files, video files, and Flash files.	X	X
	Capture	Capture a snapshot of either the full screen, a selected window, or a selected portion of the screen.	X	X
	Undo	Undo the most recently performed operation.	X	X
	Redo	Redo the last Undo operation.	X	X
	Preferences	Open the Preferences window to configure settings for many of the Workspace tools and functions.	X	X

Table 2: Tools Available in Lesson and Annotate Over Desktop Mode

Icon	Name	Use To	Win	Mac/ Linux
	Freehand Text Recognition	Convert handwritten text into typed text and insert the typed text into an active application, such as Word, or Excel. The Freehand Text Recognition window provides a spelling checker and the ability to insert Carriage Return, Space, Tab and Backspace characters into the text.	X	X
	Record and Playback	Record and play back events, with sound, as they occur. Events are stored in an *AVI* file for playback.	X	X
	Export PDF File	Export the current presentation file to a *PDF* format. By default, the *PDF* file is saved in the **My Documents/Interwrite Workspace/Export** folder.	X	X
	Email PDF File	Export the current presentation file to a *PDF* format and automatically attach it to an email message.	X	X
	Timer	Time classroom activities, exams, or quizzes.	X	X
	Student Response System (Start PRS on Mac)	Click the icon to display the question menu, if using an eInstruction Student Response System.	X	X
	ExamView	Launch Exam View.	X	X
	Ruler	Demonstrate how to use measurement between two points.	X	

Table 2: Tools Available in Lesson and Annotate Over Desktop Mode

Icon	Name	Use To	Win	Mac/ Linux
	Triangle	Demonstrate triangle measurements.	X	
	Protractor	Demonstrate angle measurements.	X	
	Compass	Demonstrate circles and arcs, and measure distances.	X	
	Link History (Insert Hyperlink on Mac)	Follow your link history for the current session. This tool is available only when a presentation file is open and a GWB link has been clicked.	X	X
	New Page Setup	Set the page options for a new page.	X	X
	Fill Tool	Fill any object with color or change the background of the page if no object is selected.	X	X
	Gradient Page	Add a gradient page.	X	X
	Exit (Quit in Mac)	Exit Workspace.	X	X
	Toolbox	Display all available Workspace tools. Customize the organization of the tools on this menu and on the Toolbar in the Preferences window.	X	X
	Device Manager	Open the Device Manager application.	X	X

Table 2: Tools Available in Lesson and Annotate Over Desktop Mode

Icon	Name	Use To	Win	Mac/ Linux
	Minimize Toolbar	Minimize the Toolbar, or to restore the full-size Toolbar.	X	X
	Workspace Menu	Open the Workspace menus.	X	X

Table 3: Tools Available in Office Mode

Icon	Menu	Use To
	Start PowerPoint/ Word/Excel	Start the selected Microsoft Office application.
	Insert All Annotations	Insert all the annotations into the current PowerPoint slide, Word page, or Excel spreadsheet.
	Insert Selected Annotations	Insert selected annotations into the current PowerPoint slide, Word page, or Excel spreadsheet.
	Add Blank Slide	Add a blank slide to the current PowerPoint slide show. It is available only when a PowerPoint Slide Show is running.
	Save as Slide in PowerPoint	Save the current annotated screen as a slide in the open PowerPoint presentation. The slide will be appended at the end of the PowerPoint file.
	Clear	Delete the selected object or objects. If nothing is selected on the page, the Clear tool deletes everything on the page.

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